| MINUTES |
| TRANSPORTATION ASSET MANAGEMENT COUNCIL |
| June 2, 2004 |
| Aeronautics Building |
| 2700 East Airport Service Drive |
| Lansing, Michigan 48909 |

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

Present

Carmine Palombo, Chairman	Thomas Wieczorek, Vice Chairman
Richard Deuell, Member	Aaron Hopper, Member
Eric Swanson, Member	Bill McEntee, Member
Susan Mortel, Member	Jerry Richards, Member
Kirk Steudle, Member	Steve Warren, Member
Frank Kelley, Commission Advisor	

Absent

John Kolessar, Member

Staff Present

Rick Lilly, Bureau of Transportation Planning
Rob Surber, Center for Geographic Information
Ron Vibbert, Bureau of Transportation Planning
Stacey Schafer, Bureau of Transportation Planning

Call to Order

Chairman Palombo called the meeting to order at 1:05pm.

Approval of the May 5th, 2004 Council Minutes

Rick Lilly presented the May 5th, 2004 Council Minutes for approval.   Mr. Lilly had two corrections to be made for the minutes, under those present Rob Surber should be listed when Eric Swanson is unable to fill the CGI spot. A second correction is to the Administration and Education Committee Report, where it says federal dollars it should be corrected as "state" dollars and the last sentence should read "sample resolution", not an example. With these corrections made Vice Chair Wieczorek moved for the approval of the minutes supported by Mr. Richards. The minutes were unanimously approved as amended.

Correspondence and Announcements

 Mr. Kelley informed the Council that Commissioner Miller Adkinson and Commissioner Brennan went through the advise and consent process at the Senate last month and both were approved by the full body the next day. Both commissioners are now official members of the Transportation Commission

Mr. Kelley also informed the Council that at the main meeting Betty Jean Awrey was reelected as vice chair. Mr. Kelley spoke of resolutions of appreciation to Lowell Jackson and Robert Baillod.

Mr. Palombo informed the Council that the MDOT 5-Year Program was going to be in front of the Senate on 6-03-04, waiting for approval. He encouraged members of MDOT to attend.

Mr. Steudle notified the Council that on the 19th of May he was invited by the Federal Highway Administration along with Pennsylvania, to talk about Asset Management and what Michigan is doing with it. Federal Highway Administration was very interested and Mr. Steudle was invited to join them in Lithuania to give a presentation on Asset Management.

Monthly Report

Mr. Lilly presented the May Monthly Report to the Council. Mr. Lilly noted that training of MDOT personnel for data collection effort has been conducted and completed. Also the training for the local and regional members will begin on June 7th. Mr. Lilly reported that through April 30th the Council has spent just over $285,000, most of which has gone to the Regional Planning Agencies for the Data Collection Effort after October 1st of last year and putting together their reports and information.

In addition to what is in the Monthly Report, Mr. Lilly brought the Council up to speed on the accident that occurred last year with a loaner van borrowed by a Regional Planning Agency employee who did not buy the extra insurance. This individual was being asked to pay for $3,800 in damage and wanted the Council to cover this. Mr. Lilly informed the Council that from now on make sure employees get the extra insurance and the Council will reimburse them.

Mr. Lilly informed the Council that Mr. Kolessar has been replaced in Bay City. Mr. Kolessar has requested to stay on the Council, until the end of his term, but it is MML's decision. Mr. Kolesser did ask for members of the Council to write him letters of recommendation. Mr. Lilly reminded the Council that they can not write one as an official member of the Council or on Council stationary. However, one can be written from a personal standpoint and they should be sent as soon as possible.

Committee Reports

Administrative and Education Committee (reported by Vice Chair Wieczorek):

 Mr. Wieczorek opted to comment on his committee report later on in the agenda.

Data Management Committee (reported by Mr. McEntee):
Topic 1: Training for Data Collection
Mr. McEntee handed out the upcoming schedule for Data Collection Training. If the area is using Maptitude they can begin collecting shortly after the training is completed in their area, if they are using Roadsoft there will probably be a couple of weeks gap, at least for the first group. Roadsoft may not be ready with all the framework update until around July 1st.

Topic 2: Survey
Mr. McEntee is working with Mr. Vibbert on doing a survey of what data is currently available at the regional and local levels. This survey would determine how agencies collect and reference things such as traffic volume, construction, history, materials, and conditions. Mr. Vibbert suggested the Bay Region to survey. The survey is estimated to take a month to six weeks to complete. The Data Committee will receive the questions for approval before the survey is conducted.

Strategic Analysis Committee (reported by Mr. Warren):
The Committee met last week (May 26) and discussed Data Election Sample Effort as well as Statewide Strategic Model Effort, because the statewide model is dependant on the data and the data will determine for the most part what kind of model is decided on. This will be discussed later on in the agenda.

Supplemental Appropriation for Region 5

Mr. Lilly notified the Council on the contact that he had made with Region 5. He reported that Region 5 could possible run out of money before the end of the fiscal year, right as the data collection is going on. Region 5 requested that the Council considered giving them extra money. The committee's general sense is to not give extra money to any Region unless there is a serious problem. Mr. Lilly indicated that it did seem that they had more people charging time to this project than other regions.

Mr. Palombo stated that since we have not been invoiced in six months we have no idea how much money they actually have left. Mr. Steudle wants to ask about excessive hours, we as a Council need to set a standard and say we are not going to pay anymore then that. Mr. Lilly is going to get back in touch with Region 5 to get some of these concerns addressed.

Asset Management Brochure and Sample Resolution

Mr. Palombo commented on the last meeting, and how we talked about the public act that had just been passed (Act 9 of 2004) that would allow cities to transfer more than 25% of their MTF money from their major street funds into their local street funds, if they had an Asset Management Program. Mr. Wieczorek put together a draft resolution and we had talked about putting together a brochure between the Council and MML to distribute to cities to make them aware of what an asset management process includes.

Mr. Wiezorek had a draft of the resolution with him, which he passed out to the Council. There is one change in the last paragraph of the resolution and it is in section "F" it reads "…shall be ordered sent to the Michigan Department of Transportation Asset Management Council" It should read "Asset Management Council at MDOT". Mr. Palombo addressed the need to actually have someone transfer the funding, and this person needs to be assured that there is an Asset Management process in place in that community for that to occur. The resolution needs to go to that individual who would then work with the Council to make sure that everything is going as planned. Mr. Lilly said that as of right now cities are calling Ed Trice and he is referring them to him because of his title. Ms. Mortel said that it has to deal with Act 51, in which case it would go to the Asset Management Division.

Mr. Lilly assured the Council that all of the wording in the brochure was taken right out of the Annual Report from this year, so it is all language that has been seen before. Mr. Warren was concerned with some of the elements of Asset Management. Ms. Mortel thought that we should footnote it, stating that it was AASHTO's thoughts and not the wording of the Council. Mr. Lilly is going to update the brochure adding a footnote to AASHTO's elements of Asset Management and e-mail it to everyone. Mr. Warren, with the help of others, is going to develop a process statement to be put in place of the elements not only for the brochure, but also for other presentations that the Council may have. Mr. Warren is going to bring back a statement to the next meeting.

Contact has already been made with the Office of Communication for development of the brochure. The goal is to have a rough draft of the brochure for the July meeting, so that the Council can further discuss what needs to be added or deleted.

Pilot Project-Recommendations

Mr. Wieczorek spoke of the Work Plan and identified what areas are critical for RFP's to support the timelines that we need to meet and are tied together in a uniform bases. He recommended looking at a grant project. Mr. McEntee proposed that we should be more descriptive on what we are looking for. For example, cost and procedures associated with federal aid and the local system would be offered for the grants, as opposed to such a broad approach. Mr. Palombo wants to come back at the next meeting ready to make a decision on this.

Mr. Warren thought it better of the Council to come up with more specific guidelines to benefit the Council as a whole. Mr. Lilly gave a background on this. At the MRUTC meeting this year they decided not to do the more generalized proposals, because the proposals were not very good and had nothing to do with Asset Management. Also, there is $120,000 identified for studies in the budget, but it does have to count for possible down the road hiring a consultant. Another key issue is that quite a few RPA and MPO's do have money left over and they are looking for ways to spend it.

The process is set up so that when the proposals come in they would be analyzed by staff and then go to the appropriate committee to review and then make a recommendation back to the Council. Each committee is going to be part of the process of making the actual recommendation. Mr. Lilly will put together a list of the things from the Work Program, that are identified as priorities so that the Council has something to look at and start from. The Council is going to hold off on adopting the process until next month.

Strategic Model

Mr. Warren mentioned before regarding the need to move forward in priority fashion with the tool that will assist us in making our recommendation for a statewide strategy to the Transportation Commission. The tool that we will more then likely used is called a Statewide Strategic Model; it will take the data in terms of our condition and investment and make some projections of those conditions. This will help us to evaluate the impact of our investments, types of investment and level of investment, and be able to present

that information as a recommended strategy to the Transportation Commission. The committee has adopted an approach to identifying these model(s). Mr. Warren put together a process that was reviewed by the Strategic Analysis Committee and revised, from there the committee adopted it.

General Criteria the statewide model would have to be able to do:
1. Use the PASER data that we have collected
2. Forecast the condition of the road system based on current level and planned investments
3. Report these conditions by Functional Classification; both statewide and Planning Region Level.
4. Must be able to analyze alternative investment scenarios
5. Reporting

This approach recommends sending out a letter to as many agencies that are working in the model area, and ask them to demonstrate their model's capability.

Through this process we are trying to increase the accountability of road agencies. Ms. Mortel said that we would have to put each of the vendors through a rigorous evaluation and take the time to discuss them afterwards.   Mr. Surber brought up the point of adding the Linear Reference (GIS) to Mr. Warren's list of criteria, making his list consist of six points instead of five.

Mr. Lilly is going to work with our contract people to identify a list of characteristics that we want the models to have as we judge each model. This should be about a 3 month process. We have to set up a date when we would hold this "fair" so that each Council member can set aside some time to listen to the venders.

Ms. Mortel asked about ownership, using the example of Roadsoft. Mr. Warren replied by saying there are a lot of models that with some modification can be exactly what we are looking for in a model. At that point is when the intellectual property issue comes in because we are paying for those modifications and we then have some interest in it. Mr. Lilly commented on the Federal Government (Patent Law), they have just come out with a new advisory in terms of intellectual property. If the Federal Government is paying for any of the development of software through a university the State has no right to own the source codes.

The next step is to go through the analysis of vendors that we have and compare them. We will have them back to the Strategic Committee by the end of the month. At that meeting we will be looking at the companies to contact, the date to come in, and get a letter signed by Mr. Palombo. Mr. Lilly has to find out from the department's contract people if we can take the vendors and send them a letter or if we have to publish an ad in a trade magazine.

PASER

Mr. Lilly gave the Council a background on why PASER is on the agenda. He explained that if we want to do any other testing we have got to start now so that we have data available. The decisions that have been made start to preclude a lot of other options. Ms. Mortel commented to the Council that if we have picked PASER by default and if

we are satisfied, we should just say so. Mr. McEntee said that the PASER data is inexpensive per mile and attractive for the time being, but it is not the wave of the future. Mr. Wieczorek said that looking at our Legislature, we do not have enough time to educate them beyond PASER. Mr. Lilly made the point that a lot of agencies don't need anything more then PASER, because many own less then 100 miles.

Technical Advisory Panel

Mr. Palombo wanted the Council to start thinking about demo what the Technical Advisory Panel might do. The Council has yet to deal with this issue, but Mr. Palombo wanted to remind the Council that this issue still remains to be discussed. He also read to the Council what the law states about such a panel.

Mr. Palombo put together a list of how we could use a panel like this if we choose to go in that direction:
1. Establish long range agenda
2. Technical Arm
3. Combination of the two, both technical and administrative role
4. Education Component; Presentations

We don't have a formal way of involving the education community in what it is that we are doing and Mr. Palombo thinks that this is a concern that we need to address. We do have the Action Team from the Summit that is working on Asset Management, but there definition and scope are different, volunteers are looking to help. Either we bring them into the fold or they become a deterrent is some way.

Mr. Steudle agreed with Mr. Palombo that we need to bring these people into the process. Mr. Richards expressed his concern of administrative as well as financial consequences of expanding the Technical Advisory Panel. Mr. Steudle said that if we go through with this panel we would need to give them a specific agenda that must be followed. Mr. Warren pointed out that this committee should not be permanent and be on an "as need" basis. This issue will be discussed more in the upcoming meetings.

Maintenance

Mr. Lilly sent out the definition of maintenance (Act 51) that was developed two years ago. This was simply put on the agenda to get the Council to start thinking about it in accordance with the Work Program.

Public Comment

Bob Slatery, Mayor of Mt. Morris and staff, Genesee County Road Commission, agreed with the PASER decision made by the Council. Statewide Model, getting the Asset Management in front of locals is a good idea. He feels that the Roadsoft ownership right is not a problem. Mr. Slatery stated that GIS must be added to the Strategic Model Criteria

Adjournment

The meeting was adjourned at 4:03 pm.

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Commission Advisor